

Defense Reutilization & Marketing Service
Sources Sought Notice: Herman Miller System Furniture Services

General Information

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Date Posted: 09/22/2005

Date Responses Due: 10/29/2005

Contracting Office Address:

Defense Reutilization & Marketing Service
Hart/Dole/Inouye Federal Center
74 North Washington Ave.
Battle Creek, MI 49017-3092

Description

DRAFT
STATEMENT OF WORK

GENERAL: Provide services, maintenance, design, and relocation for existing Herman Miller Systems Furniture located within the Hart-Dole-Inouye Federal Center, 74 North Washington Avenue, Battle Creek MI.

Definitions: COR (Contracting Officers Representative)

Design Services: Contractor shall provide System Furniture Workstation design as required for the build out of individual workstations or multiple interconnected workstations. The Contractor shall submit an initial drawing (draft) and will make changes as requested before submitting the final design. One Government change request will be permitted per draft drawing request. All design shall be CAD type drawings to building floor plan scale. Scaled floor plans of all Federal Center space will be provided. Each drawing submitted will be at least 8 ½" x 11". Larger drawings depicting multiple layouts may be required. Detail of drawings must identify component parts and panel sizes. The Designer may be required from time to time, to visit the site and discuss with the customer and management the best possible design solutions and make recommendations.

Build: Contractor shall build single and multiple workstations of Herman Miller System Furniture Products provided by the customer. All workstations will be constructed in

accordance with Herman Miller specifications. Workstations will be constructed in accordance with design provided and approved by the COR. Workstations will not be permitted to interfere with any buildings essential services, i.e.; fire sprinkler protection, fire alarm panels, pipe access or electrical panels, heating and air-conditioning fan coil units. Adequate access to workstations such as aisles and corridors must be maintained in accordance with Life Safety Code (NFPA 101) www.nfpa.org and ADA (Americans Disability Act) www.usdoj.gov provisions. Technical questions regarding these matters must be addressed with the COR.

Dismantle: Contractor shall dismantle and remove workstation components as required, and place component parts in Government furnished storage rooms. Contractor will be provided keys to storage rooms.

Reconfigurations: Contractor shall make minor adjustments or reconfigurations to existing workstations as directed by the COR. Reconfigurations may or may not require design drawings, if needed the Contractor shall provide the drawings.

Inventory Management: Contractor shall manage the inventory of Herman Miller Component parts in Government furnished storage space. An inventory of specific Herman Miller component parts and panel assemblies shall be conducted every six months. Contractor shall maintain the inventory in a neat and orderly fashion in accordance with acceptable warehousing practices. This is necessary to maintain an accurate inventory of available system furniture component parts. Contractor shall receive incoming new product from the H-D-I Federal Center receiving dock and will place the new product in the Government furnished storage areas.

Housekeeping: Contractor shall maintain his worksite in a clean and orderly fashion. Workstation construction or teardown should not interfere with the normal business activities of others near by. Loud talking or music should be avoided. Any trash or refuse generated by the work must be removed to the proper disposal site. Any additional assistance needed for clean up may be requested by contacting the COR for building services.

Utilities: The Contractor shall notify the COR for Telecommunications and Electrical Power Connect / Dis-Connect services as needed during workstation build up and dis-assembly.

Security: Contractor personnel must be able to obtain and maintain the necessary security clearances to work un-escorted within the Hart-Dole-Inouye Federal Center. Contractor personnel must adhere to all GSA Public Buildings regulations and observe all Security Directives. Contractor will be provided an H-D-I Federal Center parking decal and shall park contractor vehicles only in authorized parking areas.

Personnel: Contractor personnel working within the Hart-Dole-Inouye Federal Center must maintain a professional appearance. Clean work clothes with the company Logo identifying them as such are required.

Working Hours: Contractor shall be available (on site) Monday through Friday from 08:00 – 4:00pm, except on Federal holidays. Overtime may be required after hours or on weekends.

Administration: Contractor shall record COR provided work order tracking number on all work orders to be submitted for billing. Design work, build out, dis-assembly and reconfigurations shall have a tracking reference number. Work performed shall be billed monthly.

This is a Sources Sought Notice synopsis. No solicitation exists; therefore, do not request a copy of the solicitation. If a solicitation is released it will be synopsisized in FedBizOpps. This notice is for information and planning purposes only.

Point of Contact

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